



D4 Small Business Council Meeting Minutes

DATE: October 20, 2015

TIME: 1:00- 2:30pm

LOCATION: District 4, Executive Conference Room-15-240, 111 Grand Ave., Oakland, CA

<u>D4 CALTRANS STAFF:</u> Bijan Sartipi, District Director Lenka Culik-Caro, Deputy District Director, Design Ali Banani, Consultant Services Romy Fuentes, Consultant Services Deo Blas, Consultant Services Damien Harris, Office of Business Management George Crosby, Small Business Advocate Adriana Harris, Small Business Prog. Osayahde Nesbitt, Small Business Prog. Stan Ng, Maintenance Ray Pang, Construction Emily Landin-Lowe, Project Management <u>HQ/AGENCY STAFF:</u> Alicia Sequeira, OBEO	<u>MEMBERS (Present/Absent)</u> Arvin Chaudhary (P) Marie Roberts De La Parra (P) Paul Guerrero (P) Eddy Lau (P)	<u>REPRESENTING</u> ACEC CA OAACC - WRSDC La Raza Roundtable AAAE
	<u>ALTERNATES (Present/Absent)</u> Raewyn Butcher (A) Sandie Anderson (A) Michael Price (A) Miguel Barrigan (A) Leslie Sakai (A) Anthony DeVenuta (A)	<u>REPRESENTING</u> ACEC CA OAACC - WRSDC La Raza Roundtable NCA AAAE SDVOC
	<u>GUESTS:</u> None	<u>REPRESENTING</u>

Item #1: Introductions

District 4 Director Bijan Sartipi welcomed everyone to the October meeting, and the attendees introduced themselves.

Item #2: Approval of Minutes

August 18, 2015 Minutes:

Motion: Mr. Paul Guerrero. **Second:** Mr. Arvin Chaudhary. Mr. Guerrero requested a correction to the minutes, which was to change the statement "Mr. Guerrero asked if things were better because of legislature" to "Mr. Guerrero asked if the HOV lanes were approved through legislature". Mr. Sartipi agreed and referred the correction action to Mr. Osayahde Nesbitt who affirmed it would be corrected. **Opposed:** None. Approved by consensus.

Item #3: District 4 Updates

Construction Update:

Mr. Sartipi introduced Mr. Ray Pang who presented the Construction report. Mr. Pang reported that there were 34 Advertised and Upcoming Projects estimated at approximately \$320 mil. He explained that there were 5 good size projects estimated between \$20-\$50 mil. He brought attention to EA # 264091 and noted that the bid opening had been postponed to 11-3-15. He mentioned that there were 16 projects currently awaiting award, estimated at over \$35 million. He noted that the bids came in at \$37 mil, a little higher than the assessment. Mr. Sartipi stated that projects EA# 2J1601 and EA #3G1101 were not included in the \$35 mil. Mr. Pang, explained that the two projects were awarded after the report went to print. He explained that the bids came in at about \$1 mil, therefore, the \$37 mil was now \$38 mil. Mr. Pang then referred to the Projects Awarded since the previous month, 11 projects totaling about \$50 mil. He mentioned that 9 out of 11 projects exceeded the advertised goals with the exception of EA #3G6801 and EA #297621. However, he believed that they had made a Good Faith Effort. Lastly, Mr. Pang mentioned that there were two Ready to List Projects estimated at over \$2.2 mil and two Not Ready to List projects estimated at \$2 mil.

Maintenance Update:

Mr. Sartipi introduced Mr. Stan Ng who provided the Maintenance report. Mr. Ng reported that there were 15 contracts on the Director's Order Force Account that totaled \$16.8 mil. Thirty-two percent were awarded to SBEs, 50% to Non-SBE's, and 18% not yet awarded. Mr. Ng informed the Council that the yellow highlights were updates since the last meeting. He explained that items 1-2, 5-9 and 12-15 were newly added contracts, while item 13 had been awarded to a small business after the report went to print. He mentioned that the District Director's Order Force Account had 6 contracts totaling over \$1.3 mil in which 82% had been awarded to SBEs and 18% to Non-SBEs. He pointed out that item 2 was new and had been awarded to a small business, while items 1, 3 and 4 had been updated since the last report. Mr. Ng concluded his presentation with the District Office Fire Life System Report. He explained that there were only 5% funds remaining. The percentages paid for this project were 49% to SBEs, 49% to Non-SBEs and 2% to a DVBE. Mr. Sartipi noted that the contract was coming to an end and that there were only a few items left.

Design Update:

Mr. Sartipi introduced Ms. Lenka Culik-Caro to provide the Design Report. Ms. Culik-Caro reported that EA # 2J3700 had exceeded the cost estimate for the Minor B limit. Therefore the project would have to be removed and advertised under the regular process. She explained that she continues to look for opportunities to utilize the Small Business process on projects not funded by Minor B program where the cost estimate is below the Minor B limit. Mr. Guerrero asked if the Minor B limit increased every year as the cost of doing work increased. Ms. Culik-Caro explained that there was a proposal to increase the Minor B limit and that she believed the amount increased every two years. Mr. Sartipi acknowledged that this was a very good program that allowed small businesses to bid as primes.

A&E Update:

Mr. Sartipi introduced Mr. Romy Fuentes to provide the A&E Report. Mr. Fuentes explained that there were currently 4 Recently Executed A&E Contracts, 3 of which had been awarded to

Calmentor members. He noted that all 4 contracts had met and exceeded the advertised goals. He mentioned that there were 2 Recently Executed non A&E Contracts which had also exceeded the advertised SBE and DBE goals. Mr. Fuentes noted that one of the Upcoming New A&E Contracts, EA #04A4785, was awarded to a DBE, WRECO. Mr. Chaudhary asked if WRECO was only planning to do 10% of the work themselves. Mr. Fuentes explained that their proposal stated only 10%. However, they had many DBE subcontractors. Mr. Sartipi requested that Mr. Fuentes find out who the subs were, and monitor the work. Mr. Fuentes mentioned that there were currently 2 on-call advertised contracts for environmental support, and the proposals had to be submitted by 11-4-15. On the Upcoming Non-A&E Contracts, Mr. Fuentes explained that EA #04A4756 did not receive any bids for the first two cycles of advertisement. Therefore, the requestor in DPAC was considering opening up the bids to non-SBEs. He explained that there were 3 on-call contracts for restoring wire theft damage, ranging from \$4-\$8 mil. There were also 2 on-call contracts for erosion control and water pollution each estimated at \$5.1 mil.

District 4 Small Business Update:

Mr. Sartipi introduced Mr. George Crosby to provide the Small Business Update. Mr. Crosby reported that the Small Business Program was having a Procurement Fair on Nov. 4th at the Jack London Aquatic Center in Oakland. He mentioned that on Nov. 5th, a Public Meeting for the Disparity Study was going to be held at the Oakland Caltrans Building in the Auditorium. He announced that there would be an initial DBE Outreach on Nov 10th, also at the Caltrans Building. He invited the council members to attend and invite their constituents.

OBEO Update

Mr. Sartipi introduced Ms. Alicia Sequeira to report the OBEO Update. Ms. Sequeira reported that OBEO would be conducting a Prime Contractor Training for construction contracts in Sacramento on 11-16-2015. Similar outreaches would be conducted in the Southern California Region, closing out in District 4 at the beginning of 2016. She also mentioned that Caltrans had just reported the highest DBE Commitment of 12.27%, roughly three times higher than what had previously been reported since Caltrans started counting participation in 2007.

Item #4: Review of Action Items

Mr. Sartipi introduced Mr. Damien Harris to report on the Action Items. Mr. Harris reported that the first 3 Action Items had been closed. Referring to **Action Item #2015-04-Assignee-Mr. Loi Tran**, Ms. Sequeira reported that they had not received the final approval from FHWA on the Goal and Methodology Report and that they would share it with the Council once they received it [**Continued Action Item 2015-04 – Assignee-Tran**]. Referring to **Action Item #2015-05-Assignee-Mr. Bob Finney**, Ms. Emily Landin-Lowe provided a presentation on the Bay Area Express Lanes. She explained that Caltrans is trying to optimize the capacity of the High Occupancy Vehicle (HOV) Lanes that are underutilized. The goal is 550 miles of HOV and High Occupancy Toll (HOT) Lanes. Although various agencies are approving and implementing these lanes, they are all working closely to make it seamless. Mr. Guerrero asked if they planned to use existing lanes. Ms. Landin-Lowe said that some were existing HOV Lanes that were being converted while others were new. She explained that new HOV/HOT Lanes would allow single occupants to enter the lanes and pay a toll based on the number of occupants in the car. Transponders would have to be obtained by anyone who planned on using those lanes, as they were different than the ones currently used on the bridges. Mr. Sartipi

explained that the main purpose of these lanes was to alleviate traffic and collect revenue to pay for maintenance and capital projects among others. Mr. Harris recommended closing this action item, and the Council agreed **[Closed]**.

Item #5: New Business

There was no new business.

Item #6: Adjourn

Mr. Sartipi adjourned the October meeting and said that the next meeting would be on Tuesday, December 15, 2015.

District 4 Small Business Council Action Items as of October 20, 2015:

No. / Starting Date / Assignee			Item Description (Originator)
#2015-04	6-16-15	Tran	Provide a copy of the FHWA report and a written summary of talking points (Crosby Lau) [Open, partially fulfilled]

2016 D4 SBC Upcoming Meeting Schedule

February 16st
April 19th
June 21th
August 16st
October 18th
December 20th

The D4 SBC meets every other month in the Executive Conference Room 15-240, 111 Grand Avenue, Oakland, CA 94612. Meetings begin at 1pm and run until about 2:30pm.